



ISIS HR Quick Tips

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Recording “Next Merit Eligibility” Dates during Fiscal Year 2011-2012

How do I record the “Next Merit Eligibility” dates in LaGov HCM for classified employees during the period of July 1, 2011- June 30, 2012?

As outlined in [General Circular 2011-012](#), during its regular business meeting held on April 6, 2011, the Civil Service Commission approved the extension of [Civil Service Rule 6.14.1 Temporary Suspension of Merit Increase Authority](#), which is due to expire on June 30, 2011. During this time, no classified employee will be eligible for a merit increase nor retain eligibility for their merit increase.

To ensure that agencies utilizing the [ZP25: Date Specifications Report](#) have data that is accurately reflected, agencies should update the “Next Merit Eligibility” date during this period to the following year or the year outside of the merit suspension timeframe.

For example, if an employee’s “Next Merit Eligibility Date” is 07/01/2011; their date should be changed to 07/01/2012 in the Date Specifications infotype (IT 0041). In addition, if the employee’s “Next Merit Eligibility Date” is 02/15/2012, their date should be changed to 02/15/2013.

As a reminder, since employees are not retaining eligibility for a merit increase during the period of July 1, 2011 through June 30, 2012, there is no reason to maintain the Date Specification of “NotGrantElgMeritDat1, 2 or 3” during this fiscal year.

Please see the LaGov HCM Help Script on [Maintain Date Specifications](#) for additional assistance.